

# **COLLECTION MANAGEMENT POLICY**

Glendive Public Library  
January, 2003

Glendive Public Library  
200 South Kendrick Avenue  
Glendive, Montana 59330

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## **A. INTRODUCTION**

### **1. Mission Statement**

The Mission of the Glendive Public Library is to serve our region by providing a center for books and reading, free public access to information, and a facility open to public activities which enhances living in this community.

### **2. Purposes of the Policy**

There are many reasons for having a written policy for the management of the library collection. A policy that covers acquisitions, weeding, preservation, and gifts will help library staff understand the present collection and its future development, will stimulate critical evaluation of materials, and will provide a positive approach to handling controversial or challenged materials. It will ensure wise use of funds, support budget requests and will assist other libraries in cooperative collection development programs. It will also communicate to trustees, patrons and the community the plan for continuing development of the library's resources.

The Richey Library is governed by the Glendive Public Library Board of Trustees, and all administrative and management decisions are made by the Glendive Library Director. Therefore, no separate policy for Richey is deemed necessary.

### **3. Community and User Groups Defined**

The Glendive Public Library is a county library in eastern Montana serving a total population of 9059. In 2000 Glendive had a population of 4729. Cities and communities in Dawson County include Richey, Bloomfield, Intake, Lindsay, Glendive and Hodges. According to the U.S. Bureau of Census the county is 2,383.13 square miles in area; 2373.17 square miles in land area and 9.99 in inland water area. The library maintains a branch in Richey 48 miles away. Population density is 3.8 individuals per square mile. According to the Montana Local Government Profiles, the per capita income for 1999 was \$21,887.00. The unemployment rate in 2001 was at 2.7%.

The economic base for Dawson County is primarily agricultural. The other major economic areas include public utilities/transportation (Williston Basin Interstate Pipeline Company, Montana Dakota Utilities, Mid-Rivers Telephone Co-op, and Burlington Northern Santa Fe Railroad), natural resources (oil and natural gas) food and health services (Glendive Medical Center).

A community college, a state institution for the profoundly disabled, a health care facility for veterans and a correctional facility are located in Glendive.

Glendive Public Library serves all persons in Dawson County, including such segments as the general public, nursing home and retirement home residents, residents of Eastern Montana Veterans Home, residents of local residential child care facilities, correctional facility residents, and students of pre-school, elementary, middle school, high school, college and home school. School students typically use the public library as a supplemental source.

Glendive Public Library is a free public source for recreational reading as well as for reference and research.

#### **4. Patron Needs and Services/Programs Defined**

The public library's emphasis on service is to provide a variety of recreational, educational and informational materials to meet the needs of patrons of all ages. In addition to the availability of the collection and ready reference services to individuals, the library provides Interlibrary Loan service using OCLC web-based ILL.

Specific programs include but are not limited to:

- Pre-school story time.
- Summer reading program.
- Library media skills classes for rural or home school children
- Presentations for school children or special groups.
- The development of bibliographies for special subject areas.
- Services to two nursing homes, two retirement homes, and the correctional facility.
- Adult programming - book discussion groups, Lunch and Learn talks.
- Internet access for all patrons

#### **5. Brief General Statement Describing the Collection**

The library has a collection of over 26,000 volumes, with nearly 4000 of these in the Richey branch library. It is a general collection designed to furnish recreational and reference material for all ages. The focus is on a popular circulating collection rather than one that is strong in research or reference. The Montana Room is an exception.

#### **6. Cooperative Collection Management and Interlibrary Loan**

The public library cooperates with other libraries in the community - elementary, middle school, high school, and college in building collections to best serve the community. As the public schools take primary responsibility for curriculum related materials, the public library seeks only to provide supplemental materials in these areas. The library's staff is actively involved in GALA, the Glendive Area Libraries Association. The group promotes resource sharing among the libraries in the community.

Glendive Public Library is a member of OCLC/WLN and uses OCLC Interlibrary Loan Service to cooperate with libraries nationally by lending as well as borrowing materials. Titles repeatedly requested for Interlibrary Loan are considered for purchase. The holdings of other libraries within the community are reviewed before loan or purchase is considered.

### **B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES**

#### **1. Chronological Coverage**

The Glendive Public Library's collection includes both up-to-date best-sellers and older books. Continual weeding has eliminated many older titles. The average publishing date of the entire collection is 1982.

Our policy is to update the collection continuously as budget permits and as patron needs indicate. Among other considerations, some older fiction books are retained precisely because they are classics or continue to attract steady demand. We keep the Montana Collection's materials specifically for their value in historical research. We add new materials constantly to the Montana Collection to make it as comprehensive as possible.

## **2. Formats**

The library collection offers materials in formats including:

—Books in hardback and paperback

—Periodical reference volumes such as the Reader's Guide to Periodical Literature and a cumulative collection of magazines chosen for both recreation and reference. Magazines are kept on file for three years. The InfoTrac online magazine database is also available for access to periodicals not held by Glendive Public Library.

—Local, state and national newspapers along with bound or microfilm back copies of the Glendive newspapers.

—An index of local newspapers, is being created by volunteers.

Our goal to have a complete index from 1882-to the present is nearly completed. The next goal is to transfer the information to an electronic format rather than a card file.

—Audio book cassette tapes - Our audio cassette collection has expanded to 959 and circulated 3333 during the year of 2002.

—Compact Discs and CD-ROMs - This recently added format now has 131 titles including Audio Books on CD, music CDs, and computer CD-ROMs. CD circulation for 2002 was 215.

—Videotapes - Our 1054 video tapes show a circulation of 5666 during the year of 2002.

—Electronic access to Internet.

—Large Type Books - We have added many new titles in this format in the past year.

—Montana Talking Book Library - This service provides materials to a growing number of our patrons.

## **3. Multiple copies**

Need is the criterion for duplication of books and materials. A variety of different titles is usually preferable to duplicate copies of a single title. The director balances decisions concerning the purchase of a title in demand with other factors, such as the expected long-term need for multiple copies of a title.

When need for duplication arises, additional copies are purchased in paperback, if possible. We usually purchase several copies of books by local authors. At times multiple copies are purchased for the Richey Library.

## **4. Languages**

The public library policy limits purchase of its materials to the English language except for basic dictionaries for adult and juvenile reference. This fits the public library's role in meeting a broad array of informational needs rather than specializing. There is currently no patron demand for adult or juvenile materials in languages other than English. Interlibrary Loan satisfies the rare requests for other language materials.

## 5. Funding Considerations

We are a county-funded library. Other monies include an HB 193 grant through the Sagebrush Federation, yearly reimbursement of interlibrary loan costs, a per capita per-square mile grant, and the E-Rate reimbursements. It is a policy of the library's Board of Trustees to use grant monies to supplement, not replace, budgeted county funding.

Memorials, gifts and donations of money to the library are channeled through the Library Endowment Fund.

The Dawson County Public Libraries Foundation has recently been established to fund special projects for the library. The Friends of the Library also contribute to the library through their fund-raising efforts.

The library will continue to seek supplemental funding through grants and other sources as opportunities arise.

## 6. Collection Responsibilities and Selection Procedures

Final authority for the determination of policy in the selection and acquisition of library materials is vested in the Board of Trustees of the Glendive Public Library.

Ultimate responsibility for materials selection rests with the director, who operates within the framework of policies determined by the Board of Trustees. It is desirable to include maximum participation of professional staff members in the reviewing process, since an informed staff contributes immeasurably to intelligent use of the collection.

The purpose of the selection process is to obtain expertly selected materials, to supply information and reference assistance, to help those engaged in educational pursuits, and to provide recreational reading.

The library's policy is to purchase, within budget limitations, the materials which satisfy patron needs. Established criteria for selection include judging the title's:

- Permanence or timely value
- Accuracy
- Authoritativeness
- Clear presentation and readability
- Social significance
- Cost
- Importance of subject matter to the collection
- Fair presentation of all sides of controversial issues (or, title may be considered in context with the subject's treatment in the collection)
- Author's reputation and significance as a writer
- Publisher's reputation
- Title's availability of such material elsewhere in the area
- Avoidance of what is trivial, deliberately distorted, or primarily sensational or offensive
- Demand

Material selection is guided by skilled use of standard selection tools. These include current general lists, special bibliographies for reference books and particular subject materials, reviewing journals, and professional literature. Reviews are a major source of information on new materials, but they are not followed blindly. No one publication is relied upon exclusively, and critical opinions are checked against each other. The public library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited by law. Materials on any subject, if published by reputable publishers and sold without restriction, are properly admitted to the public library. The public library has no right to emphasize one subject at the expense of another, or one side of a subject without regard to the other side. The library complies with the Library Bill of Rights (See Appendix #5 Page 31) and the Freedom to Read Statement (See Appendix #6 Pages 32-36).

Selection is based on principle rather than personal preference, reason rather than prejudice and judgment rather than censorship.

## **7. Gifts Policy**

The Glendive Public Library will accept gift materials with the stipulation that only those that will enhance the collection will be kept. The library director retains the right to dispose of all others (See Appendix #1 Page 26). Any gifts with “strings attached” will be accepted or rejected at the discretion of the Board of Trustees with the advice of the director.

The library board and staff will not appraise materials and therefore will give receipts only for the number of items given, not the value. Monetary gifts, memorials, and bequests will be deposited in the Endowment Fund unless specified for other use by the Board of Trustees.

The library occasionally accepts materials or objects on loan. Acceptance of loan items is at the discretion of the Board of Trustees and requires the completion of a loan agreement (See Appendix #2 page 28).

## **8. Collection Maintenance**

The weeding of the collection is a continual, on-going process involving all staff members who handle the materials. Considerations for weeding of materials will include timeliness and relevancy questions, lack of use, biased or inaccurate information, and physical condition. The materials discarded will be put on sale, given away, or otherwise disposed of. Discarded titles that have previously been listed with OCLC/WLN are routinely withdrawn from that database. Books, videos and audio tapes are repaired by library staff, whenever possible.

## **9. Complaints and Censorship**

If a complaint about materials or resources in the collection should be made, the following procedure will be followed:

- All verbal complaints are to be made directly to the library director.
- If the complainant wishes to pursue the matter, a written complaint will be filled out and given to the director. (Appendix #3 Page 29).
- The director will present the complaint and material or scheduled board meeting for its consideration.
- The board will appoint a re-evaluation committee of three members.
- The chairman of this committee will present the committee’s decision to the board at the next regularly scheduled board meeting (Appendix #4 Page 30).
- The board will meet with the complainant to render the decision of the

re-evaluation committee at a time and place chosen by the board.

### **C. SUBJECT AREAS COLLECTED**

The assessment of the collection of the Glendive Public Library was completed by the library director and staff in October & November of 2002. A thorough evaluation and weeding of the collection, which eliminated nearly twenty percent of the collection, was completed in preparation for the migration to the Montana Shared Catalog system. The library director hired an expert with twenty years experience in the Glendive Public Library to complete this task. The tools used in evaluating the collection include Wilson's Public Library Catalog, Wilson's Children's Catalog, and Non-Fiction Collection Guidelines for Smaller Libraries compiled by Mary Bushing along with personal knowledge of the collection and circulation. Amazon.com and the InfoTrac "What Do I Read Next?" database have helped immensely in gaining access to reviews which are helpful in the selection of library materials.

#### **000's Generalities (including reference)**

The average publishing date of the 000's is 1991. There are currently 77 titles in this section. The yearly circulation for 2002 was 59.

Library science:

We own Dewey Decimal Classification (19th Edition, 1979), Weeding Library Collections (1975), H.W. Wilson's Public Library Catalog (10th edition, 1994) including the 1996 supplement, Fiction Catalog, (12th edition, 1991), Children's Catalog (16th edition, 1991) and their supplements.

Encyclopedias:

We have a 2001 World Book Encyclopedia not to be circulated, plus two sets of recently published encyclopedias which are available for circulation. In addition, Encarta Encyclopedia is available on two computers.

Other print reference include:

Reader's Guide to Periodical Literature, 1919 to present

World Almanac: current and well used.

National Geographic Index, 1888 to 1996

American Heritage Index, 1954-1982

Current Biography, 1940-1996

Value-Line Investment Survey is provided by a group of interested patrons and is kept up to date as they see fit.

Dummies 101: Windows 95

Internet for dummies, 3rd edition

State Periodical Index-Montana Edition 1984-1995 paper

Index to Montana Magazine of Western History 1951-1990

We have access to the State Periodicals Index through the Montana State Library web site. The reference desk at the State Library is very helpful through their toll-free number.

Goals:

- To update reference resources when money allows, or to replace with electronic formats.
- To update and renew Library Science materials as budget allows.
- To keep one print set of encyclopedias and update every three years.
- To add new titles about Windows XP, repairing and upgrading current computers, and current Internet use.
- To replace 1997 copy of Writer's Market.

### **100's Philosophy**

The average publishing date of the 100's is 1991. There are 183 titles in this section. The yearly circulation for 2002 was 138.

Death:

A tragic murder in our community in 2001 spurred the acquisition of several new titles dealing with loss and grief.

Self-help and relationships:

We have many new titles including "Chicken Soup" books by Jack Canfield, Maria Shriver's inspirational book Ten Things I Wish I'd Known -- Before I Went Into the Real World, Dave Pelzer's Help Yourself dealing with psychology, books on planning and goals, self-actualization, and conduct of life enhance this section. We have a good selection of Human Development titles and are also strong in self-help.

Ethics:

We have added a new series in the juvenile section called "Issues in Focus" which includes a book entitled Medical Ethics.

We have several books on yoga including a new book by Christy Turlington. Witches and ghosts continue to be favorites.

Goals:

- To add titles in sports ethics, ethics in business, ethics in government, and self-help for men.

### **200's Religion and Mythology**

The average publishing date of the 200's is 1984. There are 211 titles in this section. The yearly circulation for 2002 was 99.

The general religion section covers basic information on many of the religions of the world. We own a copy of An Encyclopedia of World Religions, which gives an overview of historical and background information. Since September 11, 2001, we have added new titles on Islam in the Juvenile and Adult sections.

Comparative religions and mythology books are the most used in this section. Edith Hamilton's Mythology is a stand-by.

Goals:

–To add new books dealing with cults and mind control.

–To add a copy of the Torah.

### **300's Social Science**

The average publishing date of the 300's is 1988. There are 799 titles in this section. The yearly circulation for 2002 was 510.

According to Mary Bushing, titles should be less than ten years old, therefore it is obvious that we need to look at bringing new titles into this area.

Political Science:

Our goal is to update this collection as demand arises. There is a need to keep current with national, state and local government issues and look into purchasing newer items. We often use the Montana Codes Annotated online as a reference source.

Economics:

Tax books are kept current and we often obtain tax forms online. We maintain a standing order for yearly updates of Lasser's Tax Guide for both the headquarters and branch libraries. We obtained a computer and brochures from the Small Business Association containing information on small business start-up. We carry "Business Week", "Forbes" and "Kiplinger's" magazines. We continue to keep a current copy of What Color is Your Parachute?

Crime:

This is a very popular subject area. A 2001 murder involving youth and drugs prompted the purchase of several titles recommended by alcohol and drug counselors at Rivendell in Billings, MT. Dawson Community College in Glendive also has Law Enforcement courses with material to cover this area.

Standardized Tests:

We have the GED, SAT, GRE, and ACT test preparation guides. The Occupational Outlook Handbook and The Scholarship Book are kept current. We have limited material on home schools.

Commercial transportation:

We added two new beautifully illustrated series on transportation to the Juvenile section. Children especially enjoy the videos on transportation.

Holidays:

The magazine "Plays" is frequently requested by rural and home schools. We have new books about ethnic celebrations, including Kwanza.

Folklore:

We have many new attractive books. Monsters and dragons are popular, and ethnic folklore makes this a well-rounded section.

Goals:

- To add titles on bankruptcy, divorce, sexual harassment, zoning, and small business.
- To replace the NTE exam book.
- To obtain new titles in criminology, criminal psychology, and criminal and civil law.

### **400's Languages**

The average publishing date of the 400's is 1982. There are 46 titles in this section. The yearly circulation for 2002 was 20.

Languages:

We continually add sign language books as they disappear. We have a new book addressing language acquisition for children. We add new English dictionaries periodically.

Goals:

- To add four new foreign language tapes.
- To add new foreign language picture dictionaries for children. This year we will add dictionaries in Spanish, French, German, and Russian due to popular demand.

### **500's Pure Science**

The average publishing date of the 500's is 1978. There are 320 titles in this section. The yearly circulation for 2002 was 332.

Astronomy:

This section is adequate although some titles are old. Our Atlas of the Sky is well used. The Asimov series on the Juvenile side is helpful. We have a new copy of  $E=mc^2$ .

Rock & gemstone identification guides continue to be popular. There is a good selection of material on minerals and gems. Agate books are especially popular since Eastern Montana is great for agate hunting.

Earth Science:

The backbone of this section is old and will be updated. Weather, earthquakes, geology and paleontology are popular subjects. Many of our paleontology books are old but we have new titles from Jack Horner in this section. Fossil and dinosaur books are in constant demand. The video on Makoshika State Park is very popular. We also recently obtained a children's series on natural disasters.

Botany:

Field guides cover the subject of botany. There is an interest in edible plants and Native American herbalists. The County Extension Agent was included in the review of such things as plant disease and medicinal plants. He felt we had an adequate collection on these topics.

Zoology:

Periodicals "Ranger Rick" and "National Wildlife" as well as a good selection of videos supplement a thorough Juvenile and Adult text collection.

Goals:

- To analyze once more the entire Science section and bring in new titles to improve our median age.
- To acquire new titles in Mathematics – Geometry, Calculus, Trigonometry, and Business Math.

### **600's Applied Sciences**

The average publishing date of the 600's is 1986. There are 1301 titles in this section. The yearly circulation for 2002 was 903.

Osteoporosis, alcoholism, Alzheimer's disease, cancer, AIDS, depression, arthritis, asthma, Multiple sclerosis, emotional problems, Bipolar disease, hearing, and sight loss are subjects covered. Reader's Guide rounds out all areas of non-fiction. Toll free numbers for health information centers at Billings Deaconess and St. Vincent's Hospitals are used as reference. InfoTrac, our electronic periodical database, has a section on medicine that provides the most current information on health. We have some new and comprehensive alternative medicine books. Gray's Anatomy is a great reference.

Patrons can get good motor repair information service from the Lewis and Clark Library, through ILL. We do not keep updated versions of Chilton's Manuals, because of the excellent service from Lewis and Clark.

The large animal husbandry section is popular. Stockman's Handbook, 7th edition and Encyclopedia of Country Living, recommended by the County Extension Agent, answer many questions.

Goals:

- To purchase a new book on obtaining patents.
- To add titles concerning men's health and aging.
- To obtain new titles about aquariums.
- To purchase at least one video on hair cutting and one video on braiding hair.
- To acquire current information on grant writing and small business start-up.

### **700's Art History and Various Crafts**

The average publishing date of the 700's is 1981. There are 1134 titles in this section. The yearly circulation for 2002 was 374.

We have a great collection of individual artists' and art history books. Copyright date is not important here.

We have found our book on beading very popular in our own community as well as an Interlibrary Loan item.

Our antique section fills the requests of our patrons and the "Antique Trader" periodical subscription will be continued.

Music is well covered in both the adult and juvenile collection. This collection covers a wide range on music interests, including rock, bluegrass, folk and cowboy music. Music on compact disc is a new format a will continue to grow in the future.

Sports books include basketball, racquet ball, soccer, football, tennis, golf, running, gymnastics, cycling, racing (sport car & horses), boxing, water sports, falconry and the martial arts. Since Montana is a state where outdoor sports are popular, our materials on fishing, hunting, trapping, hiking, skiing and camping books are well used.

Goals:

- To purchase new titles on woodcarving.
- To add information concerning foreign coins.
- To add information on new photography technology.
- To update our guitar instruction books.
- To buy new titles on playing bridge and rule books for sports.

## **800's Literature**

The average publishing date of the 800's is 1975. There are 605 titles in this section. The yearly circulation for 2002 was 175.

The poetry section contains a good collection including anthologies. We recently augmented this area with modern foreign poets.

English literature is adequate for patrons' needs. The many volumes of the "Library of America series" comprise a solid section of American literature.

We have an adequate collection of Classical Authors including Aristotle, Plato, Herodotus, Omar Khayyam, Yeats, Pushkin, and Turgenev.

Goals:

- To update the English Literature section by adding modern authors.

## **900's General History**

The average publishing date of the 900's is 1978. There are 1883 titles in this section. The yearly circulation for 2002 was 668.

General Geography and History :

Search engines on the Internet are useful in finding current information. Weeding of the older travel books has kept this part of the collection up-to-date. Encarta Encyclopedia on two of our computers is very helpful in finding information about foreign countries.

The eleven volume set, The Journals of the Lewis and Clark Expedition by Moulton, are helpful to our patrons, especially with the Bicentennial of the Lewis and Clark Expedition starting this year. The Video series Backroads of Montana has new titles added continually.

Genealogy:

The Genealogy Club maintains a thorough collection of materials available to our patrons.

History :

Our section on World War II history is exceptional and thorough. Our Native American section is heavily used in both the adult section and in the juvenile section. The U.S. history section is a large, comprehensive collection which touches all eras of history. We have a vast collection of materials on American History including Custer, the Depression, fur trade and the homesteads. There is a good collection of Montana history and also a nice section on North Dakota history, especially a good "Germans from Russia" section. Women and blacks on the frontier are covered.

## Goals:

- To continue to teach patrons how to find travel information on the Internet.
- To add a new baby names book.
- To obtain a new biography of Harriet Tubman and some other information on the underground railroad.
- To purchase new information on Alaska.

## Adult and Juvenile Fiction

The average publishing date of the Adult Fiction is 1989. There are 4176 titles in this section. The yearly circulation for 2002 was 4375.

The average publishing date of the Juvenile Fiction is 1984. There are 4821 titles in this section. The yearly circulation for 2002 was 5036.

The average publishing date of the Large-Type books is 1994. There are 305 titles in this section. The yearly circulation for 2002 was 268.

Fiction is an important part of our collection at both juvenile and adult levels. An effort is made to have one or sometimes two copies of best sellers. We reserve and

renew materials as requested. The collection is balanced by regular additions of westerns, mysteries & science fiction in addition to novels. Our collection of Newbery and Caldecott winners is kept up to date. The death of Montana author Terry C. Johnston prompted the purchase of all of his titles that we did not already own.

In 2002, we focused heavily on expanding our selection of large-type texts. We will add one hundred new titles to this collection in 2002.

Another area of focus for 2002 was the ever-popular inspirational fiction. We added nearly one hundred new titles in this section. It is now very complete.

We also make an effort to collect new titles for ages three and under to be available for our story time.

## **Young Adult Fiction and Non-Fiction**

The average publishing date of the Young Adult section is 1993. There are 185 titles in this section. The yearly circulation for 2002 was 225.

In 2002, we added a new Young Adult section to our library. This section is gaining in popularity. The aim in this area is to keep the shelves filled with new, attractive volumes.

## **Montana Collection**

This collection holds important books on Montana history. We consider Montana writers and Montana and local history priorities. County histories are added as they are available if they are considered appropriate for our Montana collection. We have a collection of oral history tapes. Washington Middle School students rely on our Montana collection for researching a yearly Montana history report.

## **Other Formats**

We cooperate closely with librarians at Dawson County High School and Dawson Community college to improve service for patrons by carrying complementary periodical collections. InfoTrac is an on-line, full-text magazine index that give our patrons access to current and reliable information from journals and magazines.

The library has a growing collection of audio cassettes, compact discs, and videos. These collections are held to a maximum of 1,000 titles. Additions to this collection are being made constantly by purchase and donation. Circulation of these formats continues to increase, particularly in the new compact disc format.

The library carries four newspapers, The Billings Gazette, The Great Falls Tribune, The Glendive Ranger-Review, and USA Today. A comfortable reading area in the main library has increased the use of newspapers and magazines.

Local newspapers dating from 1882 to the present, many on microfilm, are available for public use. The microfilm reader-printer purchased for us by the local genealogy group enhances the use of this resource. We have a staff of volunteers diligently indexing the newspapers.

### **Goals:**

- To continue to inform and educate our patrons on the use of InfoTrac and to market the service more aggressively.
- To have all local papers on microfilm, and have the index available electronically.

#### **D. POLICY IMPLEMENTATION, EVALUATION AND REVISION**

This policy shall be reviewed and updated by the Director and the Board of Trustees of the Glendive Public Library every three years, beginning in the year 2003.

**BOARD OF TRUSTEES OF THE GLENDIVE PUBLIC LIBRARY**

\_\_\_\_\_

Chairman Date

\_\_\_\_\_

Library Director Date

**COLLECTION MANAGEMENT POLICY**

## **APPENDICES**

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## APPENDIX #1

### DONATION OF LIBRARY MATERIALS

I am donating \_\_\_\_\_

(Number) (Items)

to the Glendive Public Library with the understanding that they will be added to the collection if they meet library needs. If not they may be disposed of in any suitable manner.

I understand that by signing this form I relinquish all ownership rights to the materials in question, and that these materials will not be returned to me.

Date \_\_\_\_\_ Signature of Donor \_\_\_\_\_

Staff Initials Name \_\_\_\_\_

Address \_\_\_\_\_

Items may be listed below and on back if desired.

\* Note: The library staff will not supply monetary values to donation, but will give information on the numbers of items donated.

## APPENDIX #2

### GIFTS POLICY FORM

Staff Initials Memorial Gift Other Date Amount: \$ Cash Check Presented by Circle one—In Memory/Honor of Book or Gift Preference:

Donors: Friends & Family to Acknowledge:

Name: Name \_\_\_\_\_ Address: Address \_\_\_\_\_

\_\_\_\_\_ City, St. Zip City, St Zip

\_\_\_\_\_ Name: Name \_\_\_\_\_

\_\_\_\_\_ Address: Address \_\_\_\_\_

\_\_\_\_\_ City, St. Zip City, St Zip

\_\_\_\_\_ Name: Name \_\_\_\_\_

\_\_\_\_\_ Address: Address \_\_\_\_\_

\_\_\_\_\_ City, St. Zip City, St Zip \_\_\_\_\_

(For Staff Use)

Date Cards Sent: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Actual gift chosen (Title & Author or description) \_\_\_\_\_ Data Base entry  
date: \_\_\_\_\_

## APPENDIX #3

### LOAN AGREEMENT

On this date, , the Glendive Public Library has received on loan from  
\_\_\_\_\_ The following material(s) or object(s):

While every precaution will be taken to ensure the safety of loaned material(s) or object(s), the Librarian, staff, and/or Board of Trustees of the Glendive Public Library will not be responsible financially or in any other way for the value of the material(s) or object(s) should loss or damage occur.

Either party to this loan agreement may terminate the same by giving notice in writing of its intention at least 60 days prior to the removal of the material(s) or object(s) from the library.

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Director

## APPENDIX #4

### STATEMENT OF CONCERN ABOUT LIBRARY/MEDIA CENTER RESOURCES

Name: Date:\_\_\_\_\_ Address:\_\_\_\_\_

City State Zip Phone #\_\_\_\_\_ 1. Resource on which you are commenting:

Book Audiovisual Resource

Magazine Content of Library Program

Newspaper Other

Title

Author/Producer \_\_\_\_\_

5. What brought this title to your attention?

6. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Optional:

7. What resource(s) do you suggest to provide additional information on this topic?

Revised by the ALA Intellectual Freedom Committee, January 12, 1983

**APPENDIX #5**

**REPORT OF REEVALUATION COMMITTEE**

Author: Type of Resource \_\_\_\_\_ Title: \_\_\_\_\_ This decision was made on the Day of 20 Minority report is attached.

FINDINGS OF FACT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DECISION:  
\_\_\_\_\_  
\_\_\_\_\_ The following committee members are in agreement with the above decision:

The following committee members are not in agreement with the above decision:

## **APPENDIX #6**

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

inclusion of "age" reaffirmed January 23, 1996,

by the ALA Council

## APPENDIX #7

### FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label “controversial” books, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the

untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1.

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2.

Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they

wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality

upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

## **APPENDIX #8**

### **CONFIDENTIALITY OF RECORDS POLICY**

Records related to the registration of patrons, circulation of library materialism, or requests for information which contain names or other personally identifying data regarding the users of this library, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user, or pursuant to subpoena or court order. This is in compliance with Montana Code

22-1-1103.

## APPENDIX #9

### INTERNET ACCEPTABLE USE POLICY

#### Purpose Statement

Internet computers will not be used by anyone, including minors, for illegal activity or to access illegal materials. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. Parents are responsible for their children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use.

#### Rules of Conduct

1. Internet computers will not be used for illegal activity or to access illegal materials.
2. Installation, downloading, or modification of software is prohibited.
3. Users will respect copyright laws and licensing agreements.
4. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
5. Prompt payment is required by users who incur charges for printing or other authorized fees. Black and white copies are ten cents (\$.10) each. Color copies are one dollar (\$1.00) each.
6. Users must sign up to use the Internet on a first-come, first-served basis. There are no advance sign ups. Internet use is limited to one hour per day. These policies are self-monitored by the users. There may be a two week suspension for exceeding an hour of computer use.
7. Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others. The Glendive Public Library Confidentiality Policy prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors.
8. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.
9. Due to the risk of viruses, users may not use disks from outside the Library in the Library's computers. Disks may be purchased at the Front Desk for one dollar (\$1.00).

**Termination or Prohibition of User Access** When the Library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and/or the Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action. After a hearing before the Library's administrative authority, a Library patron may be permanently barred from Internet access from the Library.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet privileges be reinstated.

\_\_\_\_\_ Chairperson Date